Request Leave of Absence

Overview

This quick reference guide will explain how to request a leave of absence from Santa Clara University. Once submitted, leave of absence requests will go through multiple approvals in Workday, through Student Affairs, the Program Director, Deans, and so on.

Process

1. Enter Request Leave of Absence into the search bar at the top of the homepage and press enter.

2. Enter your Leave Start Date and select a Leave of Absence Reason (e.g., Family, Medical, Personal, etc.). The Leave Start Date is the date you're beginning the leave, and the Return Date needs to be in the term that you are planning to return. Note for undergraduate students: if you are leaving during a term, then a return the following term will need to be approved by Drahmann Advising.

3. Click OK.

4. Review your request. If everything is correct. Click the Confirm Leave of Absence box. Click Submit.

5. Your request will now be routed to the appropriate users for review and approval.